

What Form/Method Do I Use to Make or Request a Payment?

The table below lists the forms/methods necessary to make or request payments to vendors, university personnel, Council of Trustees (COT) and students for various types of expenditures. The table is divided into the following expense type categories: Equipment and Supplies, Services, Travel Related to Employees/COT, Travel Related to Non-University Personnel, Travel Related to Students, Business Meeting Meals with External Parties and Other. The form/method necessary for payment is listed next to the type of expenditure, along with the proper method of pre-approval of expenditure, if applicable.

All expenditures must be in accordance with the [PASSHE Expenditures of Public Funds Guideline, Standards and Limits](#) and the [PASSHE BOG Policy 2010-01-A: Expenditures of Public Funds](#). Guideline/Policy reference is given below for each type of expenditure for validating allowability of expenditure before incurring expense or submitting for payment.

Type of Expenditure	Form/Method to Use for Payment	Spending Guideline or Policy Reference
<i>Equipment and Supplies</i>		
Equipment and Furniture \$1,000 and under	Purchasing Card	Purchasing Card Procedures
Equipment and Furniture over \$1,000	Purchase Request (PR)	Requisitioner Procurement Table
Food Purchases for Meetings or Events	A Food Approval Form must be filled out prior to any food purchase and approved by a VP/Dean. Use a Purchase Request (PR) or Food Purchasing Card to pay for food.	PASSHE Expenditures of Public Funds Guidelines Section K and Bloomsburg University Policies/ Procedures and Supplementary Information
Software \$1,000 and under	Purchasing Card	Purchasing Card Procedures
Software over \$1,000	Purchase Request (PR)	Requisitioner Procurement Table
Supplies \$1,000 and under (including office, educational, lab, maintenance, custodial, etc.)	Purchasing Card	Purchasing Card Procedures
Supplies over \$1,000 (including office, educational, lab, maintenance, custodial, etc.)	Purchase Request (PR)	Requisitioner Procurement Table
<i>Services</i>		
Services - telecommunications, advertising, public relations, printing, auditing, clinical, professional, etc.	Purchase Request (PR)	Requisitioner Procurement Table
Bus Services for non-university personnel/students	Purchase Request (PR)	Requisitioner Procurement Table
Consulting Services	Purchase Request (PR)	Requisitioner Procurement Table
Courier Services - FedEx, UPS, etc.	Purchasing Card or Purchase Request (PR)	Purchasing Card Procedures
Honorariums	Purchase Request (PR)	Requisitioner Procurement Table
Maintenance Agreements	Purchase Request (PR)	Requisitioner Procurement Table

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Repair Services	Purchase Request (PR)	Requisitioner Procurement Table
Installation of Equipment	Purchase Request (PR)	Requisitioner Procurement Table
Speakers	Purchase Request (PR)	Requisitioner Procurement Table
Trainers	Purchase Request (PR)	Requisitioner Procurement Table
Program Evaluators	Purchase Request (PR)	Requisitioner Procurement Table
Temporary Use of Lodging Facilities	Purchase Request (PR)	Requisitioner Procurement Table
Conference Facilities	Purchase Request (PR)	Requisitioner Procurement Table
Rental of Equipment	Purchase Request (PR)	Requisitioner Procurement Table
<i>Travel Related to Employees/Council of Trustees</i>		
Travel Reimbursements for Council of Trustees	Travel must be approved prior to trip using the Travel Approval Request Form . Use the Travel Expense Report Form for reimbursement.	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
Travel Reimbursements for Employees	Travel must be approved prior to trip using a Travel Approval Request in the Travel Management system, found in Employee Self Service . A travel card or personal credit card/check should be used to pay the expenses in advance. Complete a Travel Expense Report in Travel Management for reimbursement.	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
Daily Mileage Reimbursement (Student Teacher Supervisors)	Travel must be approved prior to travel using the Travel Management system or as part of the traveler's job duties. Using the Travel Management system the traveler will create a monthly Travel Expense Report for reimbursement.	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
Moving Expense Reimbursements for eligible employees (President, Vice Presidents, Deans)	Travel Expense Report Form . Expenditures will be reimbursed based on BOG Policy 1984-14-A and approval by Human Resources.	BOG Policy 1984-14-A: Terms and Conditions of Employment of Senior Policy Executives
Payments to be made in advance of travel (airfare, conference fees, car rentals, hotel)	The Travel Expense Report Form is submitted via the Travel Management system prior to travel with detailed paid zero balance receipt. The travel still needs to be pre-approved using the Travel Approval Request Form .	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
Seminar/Conference Registration with no associated travel, \$1,000 and under	Purchasing Card. An Out Service Training Form can be used if the company doesn't accept credit cards.	Purchasing Card Procedures
Seminar/Conference Registration with no associated travel, over \$1,000	Out Service Training Form . Or, if necessary to pay by personal credit card/check, a Travel Expense Report via the Travel Management system must be used for reimbursement.	
Seminar/Conference Registration with associated travel	Travel must be approved prior to trip using a Travel Approval Request via the Travel Management system. A travel card or personal credit card/check should be used to pay the expenses in advance. Use the Travel Expense	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations

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	report via the Travel Management system for reimbursement.	
Seminar/Conference Registration - need to prepay and vendor will not accept credit card payment	Out Service Training Form . Or, if necessary to pay by personal check, a Travel Expense Report via the Travel Management system must be used for reimbursement.	
<i>Travel Related to Non-University Personnel (Speakers, Candidates, etc.)</i>		
Hotel/Transportation for Speakers/Candidates	Purchasing Card should be used if BU is making arrangements for travel. A Travel Expense Report Form should be used if the traveler is to be directly reimbursed.	Purchasing Card Procedures or PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
Mileage Reimbursement for Speakers/Candidates	Travel Expense Report Form	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations
<i>Travel Related to Students</i>		
Bus Services to Transport Students	Purchase Request (PR)	Requisitioner Procurement Table
Job Fairs	Purchasing Card (if under \$1,000 and vendor accepts credit cards) or Purchase Request (PR)	
Student Field Trips	A Student Off Campus Field Trip Form must be completed whenever students are taken off campus. If expenses will be incurred that need reimbursed, they must be approved prior to trip using the Travel Approval Request Form . A travel card or personal credit card/check should be used to pay the expenses in advance. Use the Travel Expense Report Form for reimbursement.	Student Off-Campus Field Trip Guidelines
Tickets for Events (Museum, Play, etc.) related to Student Field Trips	A Student Off Campus Field Trip Form must be completed whenever students are taken off campus. A travel/personal card should be used to pay the expenses up front. Use the Travel Expense Report Form for reimbursement. If vendor does not accept credit cards, submit a Travel Expense Report Form payable to the vendor.	Student Off-Campus Field Trip Guidelines
Travel Reimbursements for Students	A Student Off Campus Field Trip Form must be completed whenever students are taken off campus. Travel must be approved prior to trip using the Travel Approval Request Form . A travel card or personal credit card/check should be used to pay the expenses in advance. Use the Travel Expense Report Form for reimbursement.	Student Off-Campus Field Trip Guidelines
<i>Business Meeting Meals with External Parties</i>		
Business Meeting Meals – defined as a sit down meal with an external party that is held at an on campus food service (Aramark) location or a local restaurant as part of an official business meeting	A Business Meeting Meal Payment Voucher form must be completed for all business meeting meals that occur while in non-travel status. See link for form and payment/reimbursement instructions.	PASSHE Expenditures of Public Funds Guidelines Section K.2

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Business Meeting Meals while in Travel Status	Travel must be approved prior to trip using the Travel Management System . A travel card or personal credit card/check should be used to pay the expenses in advance. Use the Travel Expense Report for reimbursement. Information relating to the meeting meal(s) needs to be provided (date, time, purpose, list of attendees, amount) with the expense report.	PASSHE BOG Policy 1986-07-A: Travel Expense Regulations and PASSHE Expenditures of Public Funds Guidelines Section K.2
Other		
Bulk Mailing Request	Miscellaneous Request (MR)	
Clothing - uniforms	Purchase Request (PR)	Requisitioner Procurement Table
CGA Husky Fund - Non-Travel Related Funding for Approved Student Organizations	Miscellaneous Request (MR)	PASSHE Expenditures of Public Funds Guidelines Section S and Bloomsburg University Policies/ Procedures and Supplementary Information
Dues, Subscriptions, Memberships \$250 and under	Purchasing Card	Purchasing Card Procedures and PASSHE Expenditures of Public Funds Guidelines Section P
Dues, Subscriptions, Memberships over \$250	Purchase Request (PR)	Guidelines for Procurement of Services and PASSHE Expenditures of Public Funds Guidelines Section P
Fees (accreditation, permits, application, exam, publication, royalty, background clearance, plan recording, student searches, etc.)	Purchase Request (PR)	Requisitioner Procurement Table
Gifts/Awards/Floral Tributes to Employees, Students and Others	A Justification/Approval for Gift/Award/Promotional Purchases must be filled out prior to purchase and approved by President/VP. Use a Purchase Request (PR) to pay for gift/award.	PASSHE Expenditures of Public Funds Guidelines Section L and Bloomsburg University Policies/ Procedures and Supplementary Information
Greeting Cards – President use only	A Justification/Approval for Gift/Award/Promotional Purchases must be filled out prior to purchase and approved by President. Use a Purchase Request (PR) to pay for gift/award.	PASSHE Expenditures of Public Funds Guidelines Section L.2 and Bloomsburg University Policies/ Procedures and Supplementary Information
Invitations to Official University Events – President and his designees use only	A Justification/Approval for Gift/Award/Promotional Purchases must be filled out prior to purchase and	PASSHE Expenditures of Public Funds Guidelines Section L.2 and

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	approved by the President. Use a Purchase Request (PR) to pay for gift/award.	Bloomsburg University Policies/ Procedures and Supplementary Information
Licenses (Notary Public, Vehicles, CPA, etc.) \$250 and under	Purchasing Card	Purchasing Card Procedures and PASSHE Expenditures of Public Funds Guidelines Section P.2
Licenses (Notary Public, Vehicles, CPA, etc.) over \$250	Purchase Request (PR)	Guidelines for Procurement of Services and PASSHE Expenditures of Public Funds Guidelines Section P.2
Miscellaneous Refunds (Camps, Husky Gold, Reading Clinic, etc.)	Miscellaneous Request (MR)	
Promotional Items and University Clothing	A Justification/Approval for Gift/Award/Promotional Purchases must be filled out prior to purchase and approved by President/VP. Use a Purchase Request (PR) to pay for gift/award.	PASSHE Expenditures of Public Funds Guidelines Section M
Rental/Lease Agreements	Purchase Request (PR)	Requisitioner Procurement Table
Return Grant Funds to Awarding Agency	Miscellaneous Request (MR)	
Stipend Payments (for services) to Employees and Students	Payroll	
Stipend Payments on Grant Programs	Miscellaneous Request (MR)	
Stipend Payments to Research Subjects	Miscellaneous Request (MR)	
Tuition (credit or non-credit) for classes at a Non-PASSHE school (needs HR approval)	Out Service Training Form	
Tuition Waiver Payments	Miscellaneous Request (MR) https://intranet.bloomu.edu/finance_busoffice/forms	

Note: All forms and instructions can be found on the Accounts Payable website:

https://intranet.bloomu.edu/finance_busoffice/ap